

FULL TIME EMPLOYEES EARN:

- One vacation day every month
- One sick day every two months plus an extra day every 4 months
- One personal day every 4 months.

Full time employees don't accrue vacation days until after 6 months of employment and then at their 6 months they receive 6 vacation days. They start accruing sick and personal immediately.

PART TIME EMPLOYEES EARN:

- Half a day of vacation a month and have to wait 12 months to start accruing vacation
- Half a day of sick every 2 months plus half a day every 4 months
- Half a day of personal time every 4 months.

	Month of Hiring			
TAC	1-5-9	2-6-10	3-7-11	4-8-12
JAN	VSSP	V	VS	V
FEB	V	VSSP	V	VS
MAR	VS	V	VSSP	V
APR	V	VS	V	VSSP
MAY	VSSP	V	VS	V
JUN	V	VSSP	V	VS
JUL	VS	V	VSSP	V
AUG	V	VS	V	VSSP
SEP	VSSP	V	VS	V
OCT	V	VSSP	V	VS
NOV	VS	V	VSSP	V
DEC	V	VS	V	VSSP

Bonus Vacation Accrual:

05 Years = 22.50 Hours = 03 Days

10 Years = 60.00 Hours = 08 Days

20 Years = 97.50 Hours = 13 Days